

DELAWARE TRANSIT CORPORATION

POSTING NO. 047-2013

POSITION VACANCY POSTING

DATE OF POSTING February 11, 2013

CLOSING DATE February 18, 2013

**METHOD OF APPLICATION: Employment Application/Cover Letter/Resume**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN EMPLOYMENT APPLICATION OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **February 18, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 053 JOB CODE #: 096

POSITION TITLE Transportation Stores Representative

PAY GRADE 6 PAY RATE \_\_\_\_\_ PAY RANGE \$11.531922 - \$15.375897  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance  
SECTION Transportation Stores

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR 32 N/C X

SCHEDULED HOURS 8:30 AM - 4:00 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Transportation Store Representative is responsible for providing schedule and fare information; selling SEPTA and stored value cards, reconciling their cash register monies/paperwork; reconciling overages/shortages; providing refunds, redemption reports, entitlement coupons; and schedule replenishment.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

## PREFERRED QUALIFICATIONS

**Please address each Preferred Qualifications separately. Failure to do so could result in disqualification.**

1. Experience in Customer Service.  
**(Applicant must detail all experience in customer service).**
2. Experience in cash handling and cash register.  
**(Applicant must detail all experience in cash handling and cash register).**
3. Experience in applying general mathematical skills, schedules, and time tables.  
**(Applicant must detail all experience in applying general mathematical skills, schedules, and time tables).**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT     X    

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EQUAL OPPORTUNITY EMPLOYER

**" Resume must specifically address each Preferred Qualification"**

Req. XXXXX